



Sample Application Packet

Request for Preliminary Determination for Single Family House, Septic System, and Well

- 1.) Completed Application Form
- 2.) Project Narrative and Impact Avoidance Statement
(first draft and final)
- 3.) Sample Site Plan (reduced) **[coming soon]**

The following packet has been designed to help consultants and applicants produce the best possible submissions for the RIDEM Wetlands Program. It is meant to be a good application example, but not the only type of acceptable submission. We have tried to include all elements mandatory to a successful submission, as well as a few other sample items.

Please Note: This sample application packet is for general information purposes only and is not meant to be used as a substitute for the Freshwater Wetlands Act or the *Rules and Regulation Governing the Administration and Enforcement of the Freshwater Wetlands Act*.

**RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
OFFICE OF WATER RESOURCES/PERMITTING PROGRAM**

235 Promenade Street, Providence, RI 02908

Telephone: 401-222-6820, Telecommunication Device for the Deaf: 401-222-6800

APPLICATION FORM

Please type or print

AGENCY USE ONLY
Application No.:

AGENCY USE ONLY
Application Received:

PART A Purpose of Application:

- ☐ Request to Determine Presence of Wetlands only (see Rule 9.02(B))
- ☐ Request to Verify Delineated Edge of Wetlands (see Rule 9.02)
- ☒ Request for Preliminary Determination (see Rule 9.03)
- ☐ Application to Alter a Freshwater Wetland (see Rule 9.05)
- ☐ Application For Renewal (see Rule 9.07)
- ☐ Application for Permit Transfer (see Rule 9.08)
- ☐ Application For Permit Modification (see Rule 9.09)
- ☐ Change in Owner During Application Processing (see Rule 8.06)

PART B Applicant Information:

- Name of Applicant (see Rules 5.06 and 8.02): Joe Smith
Note: The applicant must be the owner of the property or easement which is the subject of this application or must be the government agency or entity with power of condemnation over such property or easement.
- Mailing Address of Applicant: 123 Upland Way
Street/Road P.O. Box
Providence RI 01234 123-4567
City/Town State Zip Code Telephone No.
- Location of Property subject to this Application:
Anytown Route 138
City/Town Street Abutting Site Street address number (if applicable)
Smith Road 450' East
Nearest street intersection and its distance and direction from site
Nearest utility pole number(s): #12 Direction to site from abutting street: N X S E W
Tax Assessor's Plat(s) and Lot No. (s): AP 00 LOT 00
Recorded Plat (s) and Lots No. (s) (if no Tax Assessor Plat and Lots available):

PART C General Information:

- Any previous application for this site? Yes No X Provide Application No. (s)
- Any previous enforcement action for this site? Yes No X Provide File No(s)
- Amount of wetland area to be altered (if applicable, see Rules 8.03, 8.04):
square feet: 4,008 *linear feet (if watercourse):*
- Amount of fee submitted for Application (see Rules 8.03, 8.04): \$ 460.00 Check No. 101

PART D For Application Renewal Only:

- Name of Original or Subsequent Permittee:
- Application/Permit No. Permit Expiration Date:
- Number of previous renewals issued (if applicable):
- **Statement of Applicant:** I hereby state that I am requesting renewal of the original or subsequently modified permitted project under Application/Permit No. . I fully understand the permit limitations and will comply with any and all conditions of the permit.
- Applicant's name: (*print*) (*signature*)

PART E For Application For Permit Transfer Only:

- Name of Original Permittee: _____
- Application/Permit No. _____ Permit Expiration Date: _____

Note: A certified copy of the deed of transfer must be enclosed with application.

- **Statement of Applicant:** I hereby certify that I have reviewed the permit letter issued under Application/Permit No. _____ and hereby agree to comply with all conditions of the permit, including any time limitations imposed.
- Applicant's name: (*print*) _____ (*signature*) _____ Date: _____
Subscribed and sworn before me this _____ day of _____, 19____.

Notary Public

My Commission expires: _____

PART F For Change in Owner During Application Processing Only:

- Name of Original Applicant: _____ Application No. _____

Note: A certified copy of the deed of transfer must be enclosed for Applications to Alter only.

PART G Certification of Professional(s) (if applicable): *Note: Any professional (e.g. engineer, biologist, landscape architect, etc.) who participated in the submission and/or preparation of this Application and supporting documentation must sign below.*

- I hereby certify that I have been authorized by the applicant to prepare documentation to be submitted in support of this Application; that such documentation is in accordance with the *Rules and Regulations Governing the Administration and Enforcement of the Freshwater Wetlands Act*; and that such documentation is true, accurate and complete to the best of my knowledge.

- Name of professional (*print*): Bob Jones Title: President
Address: 18 Wetland Way, Anytown, RI d/b/a: Wetland Engineering, Inc.
Signature of professional: *Bob Jones* Date: 11-15-01

If more than one professional:

- Name of professional (*print*): Sally Jones Title: Biologist
Address: 19 Wetland Way, Anytown, RI d/b/a: Wetlands Are Us
Signature of professional: *Sally Jones* Date: 11-15-01

- Name of professional (*print*): _____ Title: _____
Address: _____ d/b/a: _____
Signature of professional: _____ Date: _____

- Name of professional (*print*): _____ Title: _____
Address: _____ d/b/a: _____
Signature of professional: _____ Date: _____

PART H Certification of Applicant:

- I hereby certify that I have requested and authorized the investigation, compilation, and submission of all the information, in whatever form, contained in this Application; that I have personally examined and am familiar with the information submitted herein; and that such information is true, accurate and complete to the best of my knowledge.

Signature of Applicant: *Joe Smith* **• See Rule 8.02 regarding Signatories to Applications** Title (if applicable): _____

Print Name Signed Above: Joe Smith Date: 11-15-01

Sample Project Narrative and Impact Avoidance Statement (First Draft)

Wetlands Are Us

PO Box 123
Anytown, RI 12345
401-123-4567

October 15, 2001

RIDEM – Freshwater Wetlands Section
235 Promenade Street
Providence, RI 02908

RE: Narrative on Impact Avoidance and Minimization for AP 00, lot 00 in Anytown

To: RIDEM Freshwater Wetlands Program

Impact Avoidance

The primary purpose of the proposed project is to construct affordable housing for the existing or future residents of Anytown. The proposed activity is not water-dependent other than the well being proposed for the water supply. As can be seen on the submitted site plan, the lot is limited with respect to the available property that is outside of the perimeter wetlands. There is no other land owned by the applicant or that is reasonably available to the applicant that can be used to achieve the same project purpose.

Based on zoning setbacks and ISDS design criteria there are no other design alternatives that are feasible on this lot. We are not proposing any physical alteration to the perimeter wetlands. There are no known available alternatives to the proposed project and the project, as proposed, will have no significant adverse consequences to the public health and safety, and/or the environment.

Impact Minimization

The proposed project is the minimum size needed to achieve the stated purpose. There are no other locations within the lot on which to achieve the above stated project purpose. Based on zoning setbacks and ISDS design criteria there are no other design alternatives that are feasible on this lot. There is no flood plain associated with the adjacent wetland based on the FEMA map for the area (see panel #10 dated 1/3/86 for the Town of Anytown). There are no known available alternatives to the proposed project and project, as proposed, will have no significant adverse consequences to the public health and safety, and/or the environment. The wetland and its associated perimeter wetlands will be adequately protected by the proposed installation of the staked hay bales as depicted on the subject site plan. The project has been kept as small as possible to minimize the area of the lot to be disturbed while at the same time making the construction of the home economically feasible for the future resident.

If the department has any further comments or questions please feel free to contact the undersigned professional.

Sincerely,

Sally Jones

Sample Project Narrative and Impact Avoidance Statement (Final)

Wetlands Are Us

PO Box 123
Anytown, RI 02345
401-123-4567

November 15, 2001

DEM Office of Water Resources/Permitting Section
235 Promenade Street
Providence, RI 02908

Re: DEM Freshwater Wetlands Preliminary Determination Application
Impact Avoidance & Minimization Statement Prepared for Owner/Applicant:
Joe Smith

The following impact avoidance and minimization statement is in reference to the enclosed submission requesting a review for a preliminary determination application. This application is being submitted for a new residential development. The subject property is located north of Rte 138, Assessor's Plat 00, Lot 00 in Anytown, Rhode Island. Proposed work includes the construction of a 3-bedroom single family dwelling with garage, an individual sewage disposal system with alternate area, private well and water line, driveway, grade changes and associated landscaping.

Site reconnaissance and wetland delineation were completed for this project in September 2001. The identified wetlands include a special aquatic site, forested wetland, intermittent stream less than 10 feet wide, and 100-foot riverbank wetland. Flag numbers 1A-26A have been placed in the field to represent the landward edge of the vegetated wetland. Examples of vegetation observed in the adjacent wetland included red maple (*Acer rubrum*), Eastern hemlock (*Tsuga canadensis*), arrowwood (*Viburnum recogitum*), spicebush (*Lindera benzoin*), winterberry (*Ilex verticillata*), multiflora rose (*Rosa multiflora*) and blueflag (*Iris versicolor*). The above is by no means an inclusive list, but rather a sampling of vegetation more commonly observed in the adjacent wetland. The soil-mapping unit for this wetland is Rf – Ridgebury, Whitman and Leicester extremely stony fine sandy loam (USDA Soil Conservation Service – Soil Survey of Rhode Island, 1981). Field analysis was not conducted to ascertain the soils mapped for this area. Soil samples were examined as needed to determine the presence of hydric soils. Evidence of hydric soils was concluded based on the recent guidelines established in Version 2: Field Indicators for Identifying Hydric Soils in New England (July 1998), as well as the U.S. Army Corps of Engineers Wetland Delineation Manual (1987). Wetland hydrological indicators included free water, surface saturation, and some microrelief.

There is floodplain associated with the intermittent stream less than 10 feet wide, however, it is not mapped by FEMA (panel #10 dated 1/3/86 for the Town of Anytown). Therefore analysis was

completed and as shown in the attached documentation, the project is above the 100-year floodplain elevation.

The primary intent of this application is to obtain a permit for work proposed within the limits of the state-regulated wetland. Site alterations and activities will result in the disturbance of 4,008 square feet of riverbank wetland. Impacts within the riverbank wetland can not be avoided. The extent of the 100-foot riverbank extends significantly into the property. Alterations in the riverbank are required for the house construction, a portion of the driveway, water line, and grading activities. A 15-foot construction easement has been provided on the northerly side of the dwelling. This is the minimum needed for vehicular access during the building phase. The garage will be constructed below ground. An adequate turn-around area is needed for the driveway. This is necessary to provide enough area for vehicles backing out of the garage and accessing Route 138. Anything less would be a public safety issue.

Relocating the dwelling to create a greater distance from the wetlands is currently not an option. The subject parcel is located within an R-40 zone, as indicated in the Town of Anytown Zoning Ordinance. Minimum setback requirements between proposed dwellings and property lines mandate 40-feet from the front lot line. The Town requires the applicant to obtain the applicable DEM permits prior to issuing a variance from the setback requirements. At this time, the applicant is precluded from obtaining a zoning variance from the minimum setbacks. Water table data restricts the location and design of the septic field. An AdvanTex Wastewater Treatment System with a pressurized, shallow, narrow drainfield has been incorporated into this design to minimize the potential impacts to the wetland from the ISDS. The AdvanTex system has the ability to significantly increase treatment by reducing levels of biological oxygen demand (BOD); total suspended solids (TSS) and nitrates in wastewater. The use of a shallow, narrow, and pressurized, time-dosed trench is also expected to enhance removal of nitrogen, phosphorus and pathogens. Shallow, narrow drainfields further reduce drainfield size and increase siting flexibility. This results in less land disturbance. The ISDS Regulations also impose additional site constraints. A 100-foot distance must be maintained between the well and the edge of the road. There is no other location for the well on this property that would meet both of these requirements. Activities associated with the well installation are temporary. The disturbed area will be allowed to revegetate naturally. Impervious surface area will be minimized for the driveway construction. Gravel or crushed stone will be used to allow for increased infiltration of precipitation. Erosion controls will be established and maintained for the duration of this project. A line of staked haybales and/or silt fencing will be installed at the limit of disturbance to minimize the potential for erosion and sedimentation. All erosion controls will remain in place until the disturbed soils have been stabilized. Upon completion of the construction activities all disturbed areas will be loamed and seeded with a grass mix to stabilize the soil. Evergreen trees will be planted along the limits of disturbance, as indicated on the site plan. Arborvitae (*Thuja occidentalis*) or white pine (*Pinus strobus*) saplings will be planted to provide a "screening effect" between the development and the adjacent wetlands. Saplings will be planted 8-10 feet on-center, 5-6 feet in height after planting. All other areas contained within the proposed limits of disturbance will be maintained as lawn. This will provide the future residents with an adequate yard area for recreational benefit.

The applicant has reduced impacts to wetlands. This project is not water-dependent. The scale of the design is necessary to achieve the applicant's primary project purpose. There are no other areas on this property that could be used for the same project purpose without altering freshwater wetlands. Zoning variances can not be obtained for this project, at this time. Alternative designs and layouts have been incorporated into this proposal to minimize impacts to wetlands. Best management practices in accordance with the Rhode Island Soil Erosion and Sedimentation Control Handbook are being used.

No adverse impacts to public health, safety and/or the environment are foreseen as a direct result of this project.

Sincerely,

Sally Jones
Soil and Wetland Scientist